

Statement of Work

For Expert Services in Support of Federal Civil Rights Statutes

The NASA Office of Diversity and Equal Opportunity (ODEO) requires the services of a contractor to provide expertise to the agency with regard to three statutes and their implementing regulations: Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. The contractor will provide advice, prepare and conduct desk audits, compliance reviews (including onsite work), and surveys or self assessments of recipient institutions. These institutions range from universities and colleges to non-profit organizations to entities serving the public, e.g., museums, aquariums, planetariums.

NASA will select a minimum of two (2) institutions on which to conduct an onsite compliance review under Title IX, one (1) institution on which to conduct an onsite compliance review under the Age Discrimination Act, and two (2) institutions on which to conduct an onsite compliance review under Title VI. NASA will select a total of nine (9) institutions on which to conduct desk-audit reviews. Of these nine institutions, a portion (to be determined) will be conducted under one or all of the statutes.

1.0 The Scope of Work

The contractor may be required to:

- Provide expert assistance (in the form of advice, memoranda, feasibility assessments on specified issues or institutions) to NASA on Age Discrimination Act, Title VI, and Title IX compliance, particularly regarding regulatory compliance standards, requirements, and applicable case law.
- In consultation with in-house staff, draft information requests (e.g., desk audits, compliance reviews, and surveys or self-assessments) to the subject institutions based on applicable statutes and NASA regulations.
- Review and analyze information, data, and other materials provided by the subject institutions (including policies, procedures, and practices) to identify:
1) potential regulatory deficiencies; 2) best or promising practices relating to compliance; and 3) any additional data that should be reviewed and/or clarified if onsite work is conducted (e.g., surveys, complaint information).
- Provide a written summary of compliance issues contained in the responses to desk audits or surveys/self-assessments, particularly regarding information that may trigger selection of subject institution for compliance review activity.
- Develop written interview questionnaires for institutional administrators and program beneficiaries to assist in onsite compliance reviews.
- Participate in onsite interviews as requested by NASA; conduct onsite examination of pertinent records; brief NASA on findings and concerns following the onsite visit (the minimum number of interviews required will be fifteen (15)).

and the maximum number of interviews is twenty-five (25) per subject institution). Develop interview reports based on the onsite work results.

- Analyze and synthesize data gathered from information requests, onsite interviews, and onsite examination to provide a draft desk audit or compliance review report including a detailed compliance assessment for all regulatory provisions addressed in the review; strategies/methods for strengthening compliance; and best practices, either those currently being undertaken by the recipient institution or those recommended; meet with NASA to review draft compliance report and provide suggestions for negotiated agreements between NASA and the recipient institution.

2.0 Travel

Travel may be required to the onsite locations, as determined by NASA. The onsite locations will be within the U.S. with an estimated duration of five business days, not including travel days.

3.0 Expertise and Qualifications

Contractor must have demonstrated history of litigating or preparing and conducting civil rights compliance reviews, desk audits and self-assessments under the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. Previous work experience (to include activities, analysis, and case preparation in these statutory areas) with the Department of Justice, Civil Rights Division; the Department of Education; or the Department of Health and Human Services, Office for Civil Rights is preferred.

4.0 Facilities and Equipment

State of the art office equipment equipped for production and editing of documents, CDs and DVDs. Internet access and access to Web-based research (e.g. Lexis or Westlaw) is required.

5.0 Past Performance

Identify previous contracts covering consultation agreements or services provided to other government agencies under the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. Indicate scope of work and duration of contracts.